

DDA

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26 JUN 1980

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MEMORANDUM FOR: Directorate Planning Officers

STATINTL

FROM:

[REDACTED]
Chief, Management Staff, DDA

SUBJECT: Inventory of Existing Planning Mechanisms

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1. As you are aware, [REDACTED] is chairing an Ad Hoc Committee on Agency Planning. This group, composed of directorate representatives, is currently involved in examining existing directorate and office planning mechanisms and in soliciting guidance from the Executive Committee (EXCOM) for future Agency long-range planning activities.

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2. [REDACTED] has tasked each of the Committee members with compiling an inventory of existing directorate, office, and sub-office planning activities. He has asked that we complete the attached form and get it back to him by 30 June 1980. In order to meet this deadline, I will need your office submissions by noon, 30 June 1980. This information will be consolidated and presented to the EXCOM in the near future.

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3. I have attached a guidance document which we developed to try to aid you in completing the form. If you need further help, please call [REDACTED] or me on extension 5226.

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Attachments:

1. EXCOM form
2. Guidance document